

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-19

OPEN TO: In-House Candidates Only
POSITION: Visa Assistant, FSN-8; FP-6*
POSITION NO: I-31310
WORK HOURS: Full-time; 40 hours/week

OPENING DATE: February 01, 2013
CLOSING DATE: February 14, 2013

*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: Rs.972,477 p.a. (Starting salary)
(Position Grade: FSN-8)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the Visa Assistant position in the Immigrant Visa (IV) division of the Consular Section.

BASIC FUNCTION OF POSITION:

The Incumbent is the one of the deputy Team Leaders of the IV team and will be required to perform all tasks in the immigrant visa issuance process. This includes assisting the IV Specialist in managing the day-to-day operation of the IV team and Acting as Team Leader in the absence of Visa Specialist. The incumbent serves as a recognized expert on immigration visa processing and reviews applications and documents submitted at various stages in process. Performs other related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of twelve years of education is required.

2. EXPERIENCE: Minimum of three years of experience in the Immigrant Visa unit is required.

3. LANGUAGE: Level IV (Fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills may be tested.

4. KNOWLEDGE: Incumbent must have a detailed knowledge of the work procedures and guidelines of the IV Unit, the key personnel and their responsibilities, as well as the Unit's goals and objectives as defined by the Consular Chief. Must have a solid understanding of host country policies related to immigration, the demand for visa services by local customers and clients, and the immigration environment of the host country. A detailed working knowledge of the IV FAM, the Immigration and Nationalities Act, Department of State instruction cables, manuals, local customs, and local law related to IV issuance is required.

5. ABILITIES & SKILLS: Incumbent must have highly developed oral communication skills to communicate complex case facts to subordinates and superiors, deal with applicants, petitioners, and lawyers on sensitive issues, and resolve conflicts among both staff members and the public. Written communications skills must be highly developed in order to prepare advanced correspondence. Incumbent must be proficient in MS Office Suite and be able to work on web-based software. Must have basic numerical skills.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. Vacancy Announcement Number (e.g. 13-19) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 14, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.